

# Fact Sheet for New Environmental Compliance Officers (ECOs)

## Mandatory:

**All Units – including Rear Detachment Activities – must appoint an ECO.**  
submit a copy of the appointment order to the Environmental Mgmt Division.

**All ECOs must complete Hazardous Material/Hazardous Waste training.**  
Training certificate must be kept for 3 years.

**All ECOs must attend the quarterly EQCC (Environmental Quality Control Committee)/HWMB (Hazardous Waste Management Board).**  
Completion of sign in roster is required.

## Duties & Responsibilities:

**Provide HM & HW handling training to unit personnel.**

**Conduct daily tank inspections (in writing).**  
keep checklist for 3 years.

**Conduct weekly Hazardous Materials inspections (in writing).**  
keep checklist for 1 year.

**Conduct annual HM inventory (in writing).**  
submit a copy to the Environmental Management Division.

**Prepare site map of all HM & HW storage and handling areas.**  
submit a copy to the Environmental Management Division.

**Maintain unit Environmental binder.**

**Provide effective environmental compliance at unit/activity.**